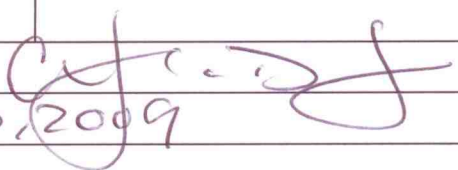


<p align="center">POLICY OF</p> <p align="center">STATE OF DELAWARE</p> <p align="center">DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER</p> <p align="center">8.58</p>	<p align="center">PAGE NUMBER</p> <p align="center">1 of 1</p>
	<p align="center">RELATED ACA STANDARDS:</p>	
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>SUBJECT: DOC SUPER CARD</p>	
<p>APPROVED BY THE COMMISSIONER: </p>		
<p>EFFECTIVE DATE: <i>March 13, 2009</i></p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. **AUTHORITY:** 29 Del. C. 6505 (c) 1

II. **PURPOSE:** To establish internal controls and procedures for all Department of Correction (DOC) employees utilizing the Super Card.

III. **APPLICABILITY:** All DOC employees.

IV. **DEFINITIONS:**

1. **Super Card** - State Contract Credit Card also referred to as Purchasing Card.

V: **POLICY:** It is the policy of DOC to utilize the Super Card as required by the current State Contract for purchases and travel arrangements. It is important that all purchases and travel expenditures conform to the State of Delaware and DOC purchasing laws/guidelines, DOC and State Travel/Training Policies and the State of Delaware Budget and Accounting Manual.

Use of this card to make unauthorized transactions may be grounds for discipline up to and including termination of employment in accordance with the State of Delaware Merit Rules (Section 12) and 29 Del. C. § 6505 (c) (1) (Appendix 1 of the Attachment). The employee is responsible and accountable for the use of the card, as acknowledged by their signature on the SuperCard Application and Cardholder Agreement.

VI: **CONTROLS/PROCEDURES:**

1. See attached Controls and Procedures.